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NASA Procedural Requirements

NPR 4100.1D

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Subject: NASA Materials Inventory Management Manual (Revalidated 2/9/06)

Responsible Office: Logistics Management Division

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CHAPTER 2. FEDERAL CATALOG SYSTEM

2.1. Purpose

2.1.1 The Federal Catalog System (FCS), as defined in Title 41, CFR, Chapter

101, Part 101-30, was established to aid the national economy and promote greater efficiency in supply management operations throughout the Federal Government. The objective of the FCS is to provide for the exclusive use and maintenance of a uniform system whereby all items of supply at each Federal Agency, and their contractor activities, are uniformly named, described, identified, classified, numbered, assigned National Stock Numbers (NSN), and published, to aid in managing all logistical functions and operations from determination of requirements through disposal. NASA participation in the FCS permits greater efficiency in supply management operations by providing the following:

2.1.1.1. Cross servicing within NASA, and between NASA and other Government agencies; including participation in Federal Standard Requisitioning and Issue Procedure (FEDSTRIP) and, when applicable, Military Standard Requisitioning and Issue Procedure programs (MILSTRIP).

2.1.1.2. On a supply item basis, sources from which the supply item may be obtained.

2.1.1.3. Cost savings through consolidation, single item procurement, and prevention of concurrent buying and selling of the same item.

2.1.1.4. Reduction of inventories, recordkeeping, and storage space.

2.1.1.5. Maximum utilization of excess and long supply quantities throughout the Federal Government.

2.1.1.6. Statistical assistance for precise budget forecasting and financial accounting purposes.

2.1.1.7. Maximum utilization of data processing facilities because of uniformity of identification data.

2.1.1.8. Firm basis for the establishment and dissemination of standardization data.

2.1.1.9 Access to the centralized, Governmentwide technical and logistics management data of the Defense Logistics Information System (DLIS) located at the Defense Logistics Services Center (DLSC), Battle Creek, Michigan, and defined in Department of Defense 4100.39-M.

2.2. Applicability

2.2.1 Each NASA activity, and where applicable in accordance with paragraph 1.2, NASA onsite contractors, shall participate in the maintenance and maximum utilization of the FCS and comply with the policies, rules, principles, and procedures of the FCS.

2.2.2 NASA contractors, when authorized by their contracts under FAR Part 51 and NASA FAR Supplement Part 1851, "Use of Government Sources by Contractors," to acquire supplies or equipment from Department of Defense (DoD), Defense Logistics Agency (DLA), General Services Administration (GSA), or Federal Supply Schedule (FSS) sources, are encouraged to do so, provided such acquisition is determined to be cost effective and that the items to be acquired meet contractor requirements pertaining to suitability and delivery. Duly authorized NASA contractors electing to acquire supplies or equipment from DLA,

DoD, GSA, and/or FSS sources are required to participate in the FCS to that degree necessary to ensure the ongoing maintenance of current federal cataloging information on those items repetitively acquisitioned. However, this participation shall, at a minimum, include the registering and withdrawing of activity interest in an NSN, the deletion or revision of item identification or management data, or any other data required to ensure that the recorded data are maintained on a current basis, and the participation in Item Reduction Studies.

2.3. NASA Participation

2.3.1. As a civilian agency, NASA is designated as a limited participant in the DLIS, and NASA cataloging activities are data receivers of DLIS Simplified File Maintenance (SFM) outputs from DLSC. This limited participant status dictates that when NASA cataloging activities originate any required Federal cataloging action, they are submitted directly to GSA, for the performance of all cataloging functions and/or the preparation of data for submission to DLSC.

2.3.2. After converting items to the FCS, NASA cataloging activities must continue to provide for the identification and classification of personal property under their control and maintain uniform item management data that are required and suitable for interdepartmental supply activities. Therefore, NASA cataloging activities are required to take maintenance actions affecting the items contained in materials inventory that are included in the FCS. These actions may include deletion or revision of item identification or management data, or any other data required to ensure that the recorded data are maintained on a current basis.

2.3.3. NASA activities' requests for supply support, new item identification, changes to a Federal supply classification class, cancellation of an NSN, or other cataloging actions shall be submitted on an appropriate SF1303, Request for Cataloging or Supply Support Action, or DoD Form 1685, Data Exchange, to the GSA, Cataloging Division/FCMC, Washington, DC 20406. Registration and withdrawal actions must also be submitted to GSA.

2.3.4. Provisioning and other preprocurement screening actions shall be submitted directly to DLSC as defined in paragraph 2.9.

2.4. Major Organizational Responsibilities

The responsibilities of major organizational elements of the FCS, as relates to NASA, are as follows:

2.4.1. The DLA is responsible for the administration of cataloging policies, program procedures, and overall control of Federal cataloging for the Federal Government. The DLSC, Battle Creek, Michigan, houses the DLIS which is the centralized data base of the FCS for the Federal Government and provides, in coordination with GSA, support for civilian agencies as follows:

a. Establishes and maintains the basic policies and procedures of the FCS, and disseminates such data in the various Federal cataloging regulations and publications.

b. Maintains and publishes the Federal cataloging tools.

c. Reviews and approves item identification data and assigns NSN to items new to the FCS, processed by GSA for NASA.

d. Under the DLSC SFM program, furnishes directly to NASA activities monthly maintenance updates, monthly cumulative basic records, and/or semiannual replacement files for item identification, cataloging management, and freight classification data.

e. Reviews and processes provisioning and other preprocurement screening actions submitted directly by NASA activities.

2.4.2. The Federal Supply Service, GSA, Washington, DC, shares with DoD, the responsibility for the coordination of civilian agency cataloging participation. GSA accomplishes the following:

a. Represents all civilian agencies that participate in the FCS to ensure the integrity of the system and the compatibility of both civilian and military participation.

b. Initiates and collaborates item reduction studies with NASA to reduce, when possible, the number of items of supply and corresponding Federal item identifications.

c. Reviews cataloging requests submitted by NASA activities on SF 1303, Request for Cataloging or Supply Support Action, and screens them against central files for an existing NSN. When no NSN exists, GSA prepares the appropriate Item Identification worksheet and forwards it to DLSC for new NSN assignment.

d. Develops Names for new items, new Reference Drawings, Classification Structure changes, Federal Item, and Identification Guides.

2.4.3. NASA cataloging activities are responsible for maintaining a comprehensive FCS and program including but not limited to the following:

a. Screening new item identifications against existing file data to determine matching identifications, if any, and to prevent duplication of records.

b. Managing shelf-life items, specifically the identification, assignment, and maintenance of shelf-life codes and related data elements in the activities materials inventory system. This includes but is not limited to the following functions: providing shelf-life codes as part of provisioning, supply support, and cataloging documentation; shelf-life specification for procurement

documentation such as requirements for dating and marking, environmental protection, packing, transportation, storage. Also, as a part of the process to maintain requisite levels of stock for shelf-life items, and to minimize the risk of shelf-life expiration of material, those items identified in the shelf-life program must be reviewed periodically to ensure that the assigned code is appropriate.

- c. Preparing and submitting to GSA for collaboration and submission to DLSC, new cataloging actions in clear format on SF 1303, Request for Cataloging or Supply Support Action.
 - d. Preparing and submitting NSN adoption for line item add user (LAU) or withdrawal line item user (LDU) actions to GSA.
 - e. Initiating requests to GSA for the development of new item names, Federal Item Identification Guides, reference drawings, and for changes to the Federal Supply Classification structure.
 - f. Collaborating directly with cataloging activities of any Federal agency when there is mutual interest in a proposed change to existing catalog data.
 - g. Participating in collaboration and Item Reduction Studies sponsored by the DoD supply agencies and GSA for the purpose of consolidating stock and eliminating unnecessary items of supply and the accompanying identification from the FCS.
 - h. Performing provisioning and other preprocurement screening.
 - i. Maintaining current systems, local records, files, and stock catalogs, in conjunction with the item identification changes as issued by DLSC.
 - j. Publishing and maintaining current and comprehensive materials catalogs.
 - k. Maintaining current copies of cataloging manuals, handbooks, and other cataloging products.
 - l. Providing other NASA activities with a current copy of the latest material catalogs and revisions.
- 2.4.4. The NASA Headquarters, Logistics Management Division administers the implementation, maintenance, and utilization of the FCS NASA-wide to include the following:

- a. Providing policy, plans, requirements, and procedures to achieve full implementation and use of the FCS.
- b. Interpreting and implementing FCS concepts, rules, and procedures as they apply to NASA.
- c. Coordinating technical, procedural, and policy aspects of the FCS for NASA cataloging activities with other NASA elements, GSA, DLSC, and other Federal agencies.
- d. Where applicable, providing DoD and DLSC Federal catalog publications and management products.

2.5. Utilization of Federal Catalog System Products

2.5.1. In order to adequately participate in the FCS, each NASA Federal cataloging activity shall maintain a complete suite of products in a reference library to be utilized for basic item identification research. These products shall include, but not be limited to the following:

- a. DoD Provisioning and Other Preprocurement Screening Manual, DoD 4100.38-M.
- b. Defense Logistics Information System (DLIS) Procedures Manual, DoD 4100.39-M.
- c. Master Requirements Directory (MRD).
- d. Introduction to Federal Supply Catalogs and Related Publications (C1).
- e. Cataloging Handbooks (H-Series).
- f. Descriptive and Management Data Products including, Identification List (IL), Proprietary Item Identification List (PIIL), and the Federal Item Logistics Data Record (FILDR).
- g. Master Cross Reference List (MCRL).
- h. Management Data List (MDL).
- i. Specially Tailored Publications to include Medical Catalogs and Interchangeability and Substitutability (I&S).
- j. Current manufacturers' brochures and catalogs.
- k. Federal Specifications.
- l. Military Specifications.
- m. Qualified Products Listings (QPL).
- n. Miscellaneous engineering standards and drawings.

2.6. Sources For Obtaining Federal Cataloging System Publications

Sources for obtaining the FCS publications and management products outlined in paragraph 2.5 are as follows:

2.6.1. Requests from NASA activities or approved contractors who perform Agency or Center Federal cataloging operations for new requirements changes, or deletions to existing requirements, must be approved by the Center Supply and Equipment Management Officer (SEMO), and submitted in writing to: NASA Headquarters, Security, Logistics, Aircraft, and Industrial Relations Division. Agency requirements, including resources, shall be managed by that NASA Headquarters Division. In addition, each NASA activity shall revalidate and submit its requirements to NASA Headquarters annually in June.

2.6.2. Since the provisions of this NPR and other governing policies are applicable to NASA contractors performing Federal cataloging operations, applicable NASA contracts must specify that the Government shall furnish for free the publications and management products described in this NPR.

2.6.3. Other NASA activities or contractors who do not perform agency Federal cataloging operations can satisfy their cataloging publication and product requirements by direct purchase from the following recommended sources:

- a. Superintendent of Documents, U.S. Government Printing Office, Washington, DC, for inquiries and orders concerning purchase of microfiche only.
- b. U.S. Department of Commerce, National Technical Information Services, Springfield, VA, for inquiries and orders concerning purchase of H-Series Cataloging Handbooks, DoD 4100.39-M, DLAH 4140.3, CI Volumes, ML-C, MCRL (magnetic tape only), Freight, Medical and Qualified U.S. Contractors Access List.
- c. DLSC, Battle Creek, MI., for inquiries and orders concerning onetime purchase of Identification Lists, Lumber Catalog, Medical Catalog and Federal Item Identification Guides.

2.7. Item Identification and Use of National Stock Numbers

2.7.1. The most important element of the FCS is the establishment of a unique identification for an item of supply. Proper item identification is a fundamental prerequisite in the performance of all management operations. The concept of an item of supply is expressed in and fixed by a Federal Item Identification that consists of the minimum data that is adequate to clearly establish the essential characteristics of the item, give the item its unique character, make use of, and differentiate it from every other item of supply used in the Federal Government.

2.7.2. Each NASA cataloging activity shall ensure that items authorized for Federal cataloging are properly identified and maintained in the FCS, with one Federal Item Identification, and has assigned one NSN.

2.7.3. NASA activities shall follow four basic steps in the item identification process:

- a. Selecting the item name. The identification data recorded and the Federal Supply Classification assigned an item are governed by the name selected for the item.
- b. Item Classification. Classification is one aspect of cataloging that is the exclusive responsibility of activity catalogers.
- c. Development of descriptive and/or reference data. All descriptive characteristics of the item both physical and performance are identified.
- d. When the three functions shown above are accomplished, appropriate documentation shall be prepared for submission and transmittal to GSA for the assignment of a NSN for those items meeting the FCS criteria defined in paragraph 207.

2.7.4. NSN's and approved item names shall be used, when available, in all stock catalogs complete and without change. The additional characteristic descriptions shown on the Federal Item Logistics Data Records may be used in whole or in part to the extent desired.

2.7.5. The NSN, when available, shall be the only stock number in NASA supply operations. The integrity of the NSN shall be maintained whenever it is employed in any operation or document.

2.7.6. Local stock numbers, containing the correct 4-digit Federal Supply Class and local item names, may be used until related approved NSN and approved item names have been received, at which time the local identifications shall be replaced. If approved item names are available, they must be used with local stock numbers. NASA activities should periodically screen local stock numbers in order to attempt to convert them to NSN's.

2.8. Determination of Items to be Cataloged

2.8.1. All items of personal property in civilian agency systems that are subject to repetitive procurement, storage, distribution, and/or issue, whether locally purchased or centrally managed, items shall be named, described, identified, classified, and numbered or cataloged in the FCS. Federally cataloging an item should not be confused with the fact that all items of materials inventory not federally cataloged in the DLIS are subject to item identification using local stock numbers. At NASA activities, all items of material inventory with repetitive use, except as excluded in 2.8.2, below, are subject to be federally cataloged in accordance with the FCS. The term "repetitive" shall be construed to mean continual or recurring requirements for an item of

supply encompassing three or more demands on a supply system within a 6-month, 180-day period of time.

2.8.2. All items of personal property in the categories listed below, with the exceptions so noted, are to be excluded from the FCS, unless circumstances exist in which it is determined that Federal item identification data shall be of value in NASA's supply management operation.

2.8.2.1. Items procured on a one-time, direct-delivery, or infrequent basis that are not subject to centralized item inventory management, reporting, or stock control.

2.8.2.2. Printed forms, charts, manuals, books, and other publications subject to central administrative or numbering controls within a NASA activity.

2.8.2.3. Capital equipment items with the exception of equipment items carried in the materials inventory.

2.8.2.4. Items of personal property on which security classification is imposed.

2.8.2.5. Items procured in a foreign market for use in overseas activities.

2.8.2.6. Space flight certified items, applicable to spacecraft, satellites, rockets, launch vehicles, and associated nonflight ground or support system items.

2.8.2.7. Obsolete military aircraft and one-of-a-kind commercial aircraft modified to support NASA missions.

2.9. Provisioning and Other Preprocurement Screening

2.9.1. The procedures identified in the DoD Manual, 4100.38-M, Provisioning and Other Pre-procurement Screening, are designed to provide item identification and management data as the result of screening the DLIS files; this aids in the decision processes of provisioning and preprocurement actions. Provisioning and other preprocurement screening is prescribed for items of supply being recommended or selected as support items.

2.9.2. DoD 4100.38-M implements the provisioning and preprocurement mandate of DoD Directive 4130.2, "The Federal Catalog System," and requires mandatory participation in the DLSC DLIS provisioning screening program by all bureaus and agencies of the Department of Defense, Federal civilian agencies, and contractors acting as Government agents engaging in provisioning and other preprocurement actions.

2.9.3. All NASA Centers, and authorized contractors acting for NASA, who perform provisioning and other preprocurement screening shall do so in accordance with this NPR and DoD 4100.38-M so as to accomplish the following:

- a. Limit the entry of new items into the Federal supply system.
- b. Determine support items necessary to operate and maintain end items.
- c. Prevent duplicate entry of items into the Federal supply system.
- d. Provide a data base for the continuation and accomplishment of provisioning, procurement, and cataloging functions.e. Utilize available stocks of items already in the supply system to meet provisioning and other logistics requirements to a , void , unnecessary procurements , . , Th , e sc , ope , of , items to be screened by a contractor shall be as specified in the contract.

2.9.4. In lieu of submitting a request for screening directly to DLSC, NASA Centers are authorized to accomplish such screening locally, utilizing Federal Logistics Catalogs on CD-ROM (FEDLOG) .

2.10. General Information for Screening Requests

2.10.1. Requests for screening shall be submitted in accordance with the instructions and procedures contained in DoD 4100.38-M. NASA contractors requiring provisioning screening must obtain approval from the contracting NASA Center's SEMO. As a prerequisite of provisioning requests, each NASA Center shall comply with the requirements governing the establishment of destination code and address registration data for Center or contractors which are to use the screening services. The data shall identify and establish those activities which are authorized to submit screening requests, receive the results of the screening, and establish the media and mode for interchange of screening data. The SEMO shall furnish the contractor a destination code and the Center assigned an activity code prior to the preparation of provisioning screening requests.

2.10.2. All NASA activities and authorized contractors are required to be registered as users of the DLSC provisioning screening services and to have their requirements recorded in the DLSC Provisioning Screening Master Address Table. If a contractor's address is other than that of the NASA Center, it must be registered at DLSC. Registration for contractors shall be obtained in the manner as shown below, except the name and address of the contractor shall be used. The use of provisioning screening does not establish a contractor as a participant in the FCS. Center requests for new registrations, changes in addresses, or changes in output media requirements shall be submitted by the SEMO to NASA Headquarters Security, Logistics, Aircraft, and Industrial Relations Division. Requests shall include the following:

- a. Recipient's complete mailing address.
- b. Media of output such as cards, tape, and wire.

- c. Alternate media of output.
- d. Destination code.
- e. Activity code.
- f. Authorization for Declared Excess Assets information. (Note: This authorization cannot be extended to a contractor.)
- g. Authorization for Catalog Management Data.
- h. Service Code.
- i. Communications Routing Indicator Code.

2.10.3. Those NASA Centers, currently registered at DLSC for provisioning and preprocurement screening, shall use the activity and destination codes on all submittals.

2.11. Preparation of New Item Identification and/or Maintenance Actions, Standard Form 1303

2.11.1. Federal cataloging data being submitted by NASA activities to GSA for item identification action (new NSN assignment) shall be prepared on SF 1303, Request for Federal Cataloging or Supply Support Action.

2.11.2. The SF 1303 is also used for processing a variety of maintenance actions to existing Federal Item Identifications.

2.11.3. Following is a list of some, but not necessarily all, maintenance actions for which the SF 1303 may also be used:

- a. Federal Supply Class (FSC) changes.
- b. Duplicate NSN's.
- c. Change description.
- d. Change item name.
- e. Cancel or reinstate NSN.
- f. Addition of reference data, such as manufacturer's part numbers, specification reference.
- g. Add, change, delete reference number.
- h. Change type of Federal Item Identification.
- i. Upgrading a Federal Item Identification.
- j. Correction.

2.11.4. An original and one copy of each completed SF 1303 shall be forwarded to the GSA, FSS, Attention: FCMC, Washington, DC 20406. A copy shall be returned with the assigned NSN by the GSA. Activities should retain a pending copy until the action is completed.

2.11.5. In instances of erroneous or insufficient data, GSA personnel shall contact NASA cataloging personnel by telephone to obtain correct or additional information. When corrective action cannot be accomplished via telephone, the erroneous submittal shall be returned to the originating Center for further processing.

2.11.6. Error rejections, resulting from input to DLSC, shall not be returned to NASA activities but rather to GSA for corrective action.

2.12. Instructions for Registering or Withdrawing Activity Interest (Document Identifier Code LAU/LDU) In An NSN

2.12.1. A NASA activity requiring registration as a user of an existing NSN must prepare and submit to GSA a Document Identifier Code LAU action.

2.12.2. A NASA activity desiring to withdraw interest from an existing NSN must prepare and submit to GSA a Document Identifier Code LDU action.

2.12.3. Registration and Withdrawal of Interest in NSN Requests shall be submitted to GSA, utilizing the media agreed upon between the GSA and the NASA Cataloging Activities.

2.13. Production and Content of Stores Stock Catalogs

The data contained in a stock catalog shall generally include only items of supply which are repetitively procured, stored, and

issued. NSN numbers and approved item names shall be used in stock catalogs complete and without change. Local Stock Numbers (LSN) and local item names may be used until related approved NSN and approved item names have been received. Illustrations, including diagrams and charts, may be used in a manner and location most suitable for easy comparison with corresponding descriptive data.

2.14. Maintenance of FCS Statistics by Cataloging Operations

2.14.1. For management purposes, it is recommended that each NASA activity compile and maintain annual statistical data for the following processed and pending cataloging actions:

2.14.1.1. The number of items processed for provisioning and other preprocurement screening.

- a. Total annual submittals.
- b. Items matched.
- c. Items unmatched.

2.14.1.2. The number of items forwarded to GSA for addition or withdrawal processing.

- a. Total annual submittals.
- b. Approvals.
- c. Rejections.

2.14.1.3. Other maintenance actions forwarded to GSA, for example, part number actions, description changes, and items name changes.

2.14.1.4. Item Reduction Studies, Standardization Actions reviewed.

2.14.2. In order to maintain accuracy between each NASA activity's Master Catalog Record and their DLSC, DLIS record, cataloging activities must perform a comparison of data between the two records at least once a year in such a manner that the activities' entire range of FSC groups and classes are checked. The areas of difference to be recorded are as follows:

2.14.2.1. The number of NSN items used that are on the activity Master Catalog Record and not on the SFM Basic Catalog Tape Record (LAU registration action required).

2.14.2.2. The number of NSN items on the Master Catalog Record that match with items on the SFM Basic Catalog Tape Record.

2.14.2.3. The number of NSN items on the SFM Basic Catalog Tape Record, and not on the activity Master Catalog Record (LDU withdraw action required).

2.14.2.4. The number of LSN items on the NASA activity's Master Catalog Record that should be identified with National Stock Numbers (provisioning screening, LAU, or new item identification, whichever is required).

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